



CITY OF BLOOMINGTON
Housing and Neighborhood Development Department
401 N. Morton St.
Bloomington, IN 47404
www.bloomington.in.gov

REQUEST FOR PROPOSALS

For
Resurvey of Historic Structures

RELEASE DATE: OCTOBER 3, 2016

SUBMITTAL DATE: NOVEMBER 10, 2016

Affirmative Action Plan Due: NOVEMBER 9, 2016

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PURPOSE

The City of Bloomington Housing and Neighborhood Development Department (hereinafter “HAND”) is requesting proposals from qualified firms, professionals, or consultants to provide architectural resources and services to resurvey historic structures located in the City of Bloomington, Indiana. The information and inventory data created from this proposal will be utilized as a working document by government agencies, local organizations, and private citizens as the basis for a wide variety of projects.

PART I: GENERAL INFORMATION

1.1 BACKGROUND:

HAND enhances the quality of life for Bloomington residents by developing programs, services, and partnerships to preserve community character, promote affordable housing and encourage neighborhood vitality. Services include code enforcement, inspection of rental housing, affordable housing, neighborhood services, and historic preservation.

The Bloomington Historic Preservation Commission, working in conjunction with the City of Bloomington HAND Department works to educate the public concerning the goals and methods of historic preservation. The Commission consist of nine (9) volunteer local commissioners experienced in historic preservation, and serve as appointees of the Mayor. The Commission is the agency of the City government responsible for developing and coordinating the municipality’s historic preservation activities, and has the authority to conduct a survey, adopt existing surveys, to identify historic buildings, structures, and places located within the city.

1.2 SCOPE OF WORK:

The selected Proposer shall be required to resurvey the City of Bloomington historic structures currently listed in the Indiana Historic Sites and Structures Inventory (hereinafter “IHSSI”) in the Indiana State Historic Architectural and Archeological Research Database (hereinafter “SHAARD”).

The Proposer selected shall be required to review each structure listed within the City of Bloomington corporate limits in the IHSSI and confirm the accuracy of the survey information maintained by the state in SHAARD. The Proposer shall also be responsible for correcting and updating the survey data including, but not limited to, survey cards or forms, and geographical maps. Photographs shall also be required on all incorrectly listed structures. Photographs shall be produced in accordance with the requirements listed in the National Register Standards for digital photography. All information shall be documented and recorded in compliance with industry standards and best practices, and state and federal guidelines.

In addition, the Proposer shall be responsible for creating an inventory of all structures in a Microsoft Excel spreadsheet which shall be Excel 2010, or higher. The data gathered during the resurvey shall be used to create the inventory all of structures. This inventory of structures shall be separated into three (3) separate groups labeled as: “AGREE”, “DISAGREE”, or “DISAGREE BY CLASSIFICATION”. See below for additional information:

Group #1 – AGREE – This list will include all structures whose survey data is listed and documented correctly on the survey card, and in SHAARD.

Group #2 – DISAGREE – This list will include all structures whose survey data is not listed or documented correctly on the survey card, or in the SHAARD. These structures will require resurveying, a new survey card, and updated photographs for each structure in this group. Each structure shall also include the reason or cause for disagreement. In addition, if the structure is listed in SHAARD at a lower rating but the

surveyor determines a higher rating is required, then a detailed explanation and supporting documentation shall be required.

Group #3 – DISAGREE BY CLASSIFICATION – This list will be a subcategory of the structures listed in Group #2 above. These structures shall be assigned to one of the categories shown below:

- a.) Outstanding b.) Notable c.) Contributing d.) Non-Contributing

All activities performed in reference to this proposal shall be conducted in accordance with the “Standards and Guidelines for Identification and Evaluation of Indiana Historic Structures” as outlined in the “Indiana Historic Sites and Structures Inventory Survey Manual for Architectural and Historic Resources” issued by the Division of Historic Preservation and Archaeology (DHPA).

The selected Proposer shall be required to give a presentation to the City of Bloomington staff, and the Bloomington Historic Preservation Commission based on the timelines for the phases shown below. The presentation, will at a minimum, include all updated survey information and documentation, and a status report of the project. These phases shall begin after the Contract and Notice to Proceed have been executed.

- **Phase 1** – 1st Submission – Due six (6) months after execution of contract
- **Phase 2** – 2nd Submission – Due nine (9) months after execution of contract
- **Phase 3** – Final Submission – Due one (1) year after execution of contract

The Final Submission survey shall be submitted to Bethany Emenhiser, Program Manager for the City of Bloomington HAND Department. The final submission shall be reviewed within fifteen (15) business days. After the completion of the City’s review period, the Proposer shall have seven (7) business days to make corrections or updates. The Proposer shall be required to submit the completed final project to the City, and the Bloomington Historic Preservation Commission on or before November 9, 2017.

When the project is complete the following goals shall be met:

- Each City of Bloomington structure listed in IHSSI shall have been resurveyed and information reviewed for accuracy and completeness.
- Structures not correctly listed shall have updated survey cards, geographical maps and digital photographs.
- Each structure shall also be analyzed and measured using the “National Register of Historic Places Criteria for Evaluation” to determine eligibility for the National Register.
- The deliverables shall include new survey cards, photographs of all structures listed incorrectly in SHAARD, and a spreadsheet with a complete inventory of all structures and data collected; labeled and categorized according to the group criteria listed in the Scope of Work.

1.3 LICENSES AND CERTIFICATIONS:

No licenses or certifications are required for this project.

1.4 QUALIFICATIONS:

The selected Proposer shall be responsive, responsible, and have the capability, and experience to render the services requested. Proposers must meet the following minimum qualifications: Bachelor’s degree in Historic Preservation, Architectural History, History, Art History, or a closely related field, plus at least two years’ full-time experience in an area relevant to the project; or a Master’s degree in any of the above-mentioned areas.

The qualifications of the selected Proposer shall meet the minimum requirements listed in 36 CFR Part 61. The Proposer, or its office location shall not be located any further than one hundred and fifty (150) miles from the City of Bloomington.

1.5 SELECTION PROCESS:

After review of the proposals, the City may, at its discretion, schedule interviews with any or all of the Proposers for the purpose of further clarification, evaluation of the Proposer's qualifications, and ability to provide the required services.

The selection of the Proposer will be based upon the professional qualifications, past performance records of similar projects, the content of the proposal, including cost, and the proposal judged by the City to meet its overall requirements.

1.6 AWARD:

Once the proposals are opened and evaluated by the City and the Bloomington Historic Preservation Commission, taking into consideration the criteria stipulated in this RFP, the City may make an award to the Proposer who submits the proposal judged by the City to be the most advantageous. The City reserves the right to award on an all-or-none basis, or award to multiple Proposers if it is in the best interest of the City.

1.7 KEY DEADLINE DATES:

Event	Time	Day	Date
RFP Issuance Date	N/A	Monday	October 3, 2016
Inquires Due	5:00 PM Local Time	Monday	October 24, 2016
Responses to Inquiries Due	5:00 PM Local Time	Wednesday	October 26, 2016
Affirmative Action Plan Due	5:00 PM Local Time	Wednesday	November 9, 2016
Proposal Submittal Deadline	5:00 PM Local Time	Thursday	November 10, 2016
Award of Contract	TBD	TBD	TBD

The City reserves the right, at its sole discretion, to adjust the RFP key deadline dates as it deems necessary. Any adjustment of the Deadline Dates shall constitute an RFP addendum. Any amendments will be posted on the City's RFP Information webpage listed below and it is the responsibility of each Proposer to confirm no addenda has been issued prior to submitting their proposals.

<http://bloomington.in.gov/rfp>

PART II: GENERAL CONDITIONS

2.1 SUBMISSION REQUIREMENTS:

Sealed proposals shall be submitted to the attention of the City of Bloomington HAND Department to the mailing address shown below. Submittals must include three **(3) copies printed front and back on recycled paper and one (1) electronic PDF copy on a flash drive**. All submittals shall be clearly marked "Resurvey of Historic Structures". Submittals will be due to the address listed below on or before November 9, 2016. No emailed or facsimile offers will be accepted.

Sealed proposals will be opened and each Proposer's name will be read aloud at the Bloomington Historic Preservation Commission meeting on November 10, 2016, at 5:00 p.m. local time. The meeting will be held at City Hall in the McCloskey Conference Room located at 401 N. Morton St., Suite 135, Bloomington, Indiana. Any proposals received after the deadline will be returned unopened.

Submit Proposals To:

Mailing Address: Housing and Neighborhood Development Department
Attn: Bethany Emenhiser, Program Manager
401 N. Morton St., Ste. 130
Bloomington, IN 47404

2.2 DELIVERY OF PROPOSAL:

Each proposal must be received by the date and time set for closing receipt of offers. The envelope shall be identified with the RFP Title, the name of the submitting Proposer, and the date and time of closing. No electronic or facsimile offers will be accepted.

Note: Any deviation from this requirement may result in your proposal being considered non-responsive, thus eliminating your company from further consideration.

It is the responsibility of each Proposer to assure actual delivery of proposal documents with the City prior to November 10, 2016, 4:30 p.m. local time. To confirm receipt of your submittal, please contact Bethany Emenhiser at 812.349.3507, or emenhisb@bloomington.in.gov.

2.3 PROPOSAL COSTS:

Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the City to reimburse any individual or firm for any costs incurred in preparing or submitting proposals, or providing additional information when requested by the City, this includes, but is not limited to, costs for travel and per diem, attending interviews, providing presentations or demonstrations, and participating in contract negotiation sessions.

2.4 ACCEPTANCE OR REJECTION:

Submission of any proposal indicates acceptance of the conditions and requirements contained in the Request for Proposal unless clearly and specifically noted otherwise in the submittal documents.

The City of Bloomington also reserves the right to reject any and all proposals, in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional proposals.

The Proposer, or an authorized agent may withdraw a proposal upon written request prior to the scheduled closing time for accepting proposals. Negligence on the part of the Proposer in preparing their proposal confers no right to withdraw his or her response *after* the scheduled closing time for filing proposals.

All proposals submitted shall remain open and valid until the proposal has been rejected, or accepted, and awarded. Furthermore, the City may reject any and all proposals, to waive any irregularities or informalities in a proposal, and to issue a new or modified request, or cancel the RFP if it is found to be in the best interest of the City.

2.5 COMPLIANCE:

The Proposer warrants and agrees that its performance under this contract will at all times comply with all local, state and federal laws, codes, rules, ordinances and regulations.

2.6 PRE-PROPOSAL MEETING:

No pre-proposal meeting is required for this submittal.

2.7 INQUIRIES:

It is the responsibility of each Proposer to examine the RFP and to seek clarification in writing via email if the Proposer does not understand any information, or instructions.

Questions regarding the RFP must be submitted via email. Submissions shall include "Resurvey of Historic Structures RFP" in the subject line. The City assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt. Inquiries must be submitted via email no later than October 24, 05:00 p.m. local time, 2016

1. Be sure to reference the page number and paragraph within this RFP relevant to the question presented for clarification.
2. The City will respond to all inquiries within two (2) business days of submittal.
3. Any ambiguities or inconsistencies shall be brought to the attention of the City through written communication via **email** by October 24, 05:00 p.m. local time,

Submit inquiries to:

Bethany Emenhiser, Program Manager
emenhisb@bloomington.in.gov

2.8 ADDENDA:

If revisions become necessary, the City will provide written addenda to all Proposers who have received the RFP by facsimile or by mail. Any addenda issued by the City must be so noted on any proposals that are submitted to the City. The Proposer shall contact the City to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive proposal. In addition, any Addenda will be posted on the City's RFP website:

<http://bloomington.in.gov/rfp>

2.9 PROPOSAL FORMAT:

In order to facilitate the evaluation of responses to this RFP, Proposers are required to prepare their proposals in accordance with the instructions outlined in this section. Each Proposer is required to submit the proposal in a sealed package. Proposers whose proposal deviates from these instructions may be considered non-responsive and may be disqualified at the discretion of the City.

Qualified Proposers interested in performing the services described in this Request for Proposal shall provide the following information presented in a clear, comprehensive, and concise manner illustrating the company's capabilities and expertise:

- 2.9.1** Company Introductory Letter - Letter must state the name and title of the person(s) authorized to represent the company in any negotiations, the name(s) and titles(s) of persons authorized to sign any contract that may result from this RFP, the contact person's name, mailing address, phone and fax number and email address. A legal representative, or staff member of the company authorized to bind the firm in contractual matters must sign the Cover Letter and the Proposal.
- 2.9.2** Qualifications – Provide a statement that documents the company's qualifications as it relates to experience described in the Scope of Work. The response shall include the following:
 - a) Summary of the Proposer's general qualifications, specific disciplines and professional qualifications, work experience applicable to the proposed scope of work, professional and academic qualifications of key staff members assigned to this project, and a list of office locations.
 - b) Outline the Proposer's capacity to perform the scope, and the extent of the work required, and a brief summary of three (3) recent completed projects in relation to the scope of this project.
- 2.9.3** Methodology – A detailed explanation of the Proposer's approach to this project: methodology, demonstrated understanding of the scope of work and completion deadline.
- 2.9.4** Costs – Provide a firm-fixed cost and an itemized cost schedule for all services and fees including travel, materials, supplies and administrative expenses required to complete this project.
- 2.9.5** References – Provide references from three (3) recent projects, including detailed client information including names, addresses, contact information and email addresses.

PART III: EVALUATION OF PROPOSALS

3.1 EVALUATION METHOD:

All proposals deemed responsive to this request will be evaluated. The City will consider the qualifications and demonstrated experience of each respondent, and the additional criteria listed in the Evaluation Criteria table in section 3.2. The award, if any, will be based upon the proposal that is determined to be the most advantageous to the City.

3.2 EVALUATION CRITERIA AND SCORING:

While cost is important, other factors are also significant. Consequently, the City may select a proposal other than the lowest cost proposal. The City's goal is to choose the Proposer capable of providing quality service and experience that will help the City achieve the goals within a reasonable budget.

3.2.1 Evaluation will be based on the criteria defined below.

Evaluation Criteria Table	Possible Points
Responsiveness/Completion of Proposal Were all the forms completed and included that were required by the RFP?	10
Experience/Qualifications Firm's experience working within the requested Service arena; Firm's experience working with Municipalities and the ability to complete the Scope of Work. Does the proposer meet the professional standards in 36 CFR 61 and able to demonstrate previous experience in completing projects similar to the one which bids are being solicited.	40
References Did Firm supply favorable references?	20
Cost Does the cost seem reasonable for the scope of services proposed; does the cost provide the City good value?	30
Total Points Possible	100

PART IV: GENERAL REQUIREMENTS

4.1 VENDOR/CONTRACTOR REGISTRATION:

Upon notification of an award, a company or vendor must meet the approval requirements of the City for becoming an approved vendor. Therefore, the company shall submit a current and completed Request for Taxpayer Identification Number and Certification form (IRS Form W-9) to the Controller's office as soon as they have been notified of an award or contract. A substitute IRS W-9 form can also be obtained from the City of Bloomington website located here: <http://bloomington.in.gov/controller>. The completed documents must be submitted using one of the methods listed on the form. Please contact the Controller's office at 812.349.3474 if you have any questions, or would like to request a form.

4.2 PAYMENT PREFERENCE:

The City of Bloomington's preferred method of payment is Electronic Funds Transfer (EFT). Payments processed through an EFT saves dollars by increasing efficiency and streamlining the payment process. This eliminates the cost of paper, printing, postage, paperwork, and time.

If awarded a contract, the company or vendor shall submit a completed EFT form to the Controller's office through one of the methods listed on the form. The form is located on the City of Bloomington website located here: www.bloomington.in.gov. Please contact the Controller's office at 812.349.3474 if you have any questions, or would like to request a form.

4.3 TAX EXEMPTION:

The City of Bloomington is exempt from payment of all state and federal sales taxes. Tax documents are available upon request.

4.4 INSURANCE:

The Proposer awarded a contract shall maintain insurance coverage reflecting the minimum amounts and conditions specified by the City. The contract recipient must provide Certificates of Insurance in which the City shall be named as an additional insured. Insurance terms and requirements shall be included in the contract.

4.5 AFFIRMATIVE ACTION PLAN: (EXHIBIT A)

Each Vendor/Contractor submitting a quote, proposal or bid over **\$10,000.00** shall submit and have approved by the City of Bloomington Contract Compliance Officer, Barbara McKinney, his/her written **Affirmative Action Plan at least twenty-four (24) hours prior to the submission deadline for requests.** Proposals received that do not have an approved or current Affirmative Action Plan may be disqualified.

Each Vendor/Contractor must insure that all employees and applicants for employment are not discriminated against because of race, religion, color, sex, national origin, ancestry, disability, sexual orientation, gender identity, veteran status or housing status. All the protected classes must be included in your Affirmative Action Plan for it to be acceptable. In addition to other requirements, your plan MUST include a workforce breakdown, an internal grievance procedure, a non-retaliation statement, designation of a person by name or position who is responsible for implementation of the Plan, applicability to both applicants and employees, recruitment of minorities, equal access to training programs, and an explanation of your method of communicating the operations of your Affirmative Action Plan to employees and prospective applicants.

Barbara McKinney, Contract Compliance Officer, may be contacted at (812) 349-3429, 8:00 a.m. to 5:00 p.m. Monday through Friday. The Affirmative Action Plan paperwork is provided in this Request for Proposal.

Please make sure you contact Barbara McKinney as soon as possible if your submittal is above \$10,000.

4.6 AFFIDAVITS: (EXHIBITS B – C)

Proposers are required to include with their proposals properly executed E-Verify and Non-Collusion Affidavits as required by Indiana State statutes. These affidavits are included in this proposal packet.

- **E-VERIFY AFFIDAVIT (Exhibit B):** Pursuant to Indiana Code 22-5-1.7-11, each Company is required to enroll in and verify the work eligibility status of all of its newly hired employees through the E-Verify program. An affidavit must be signed which affirms that the firm does not knowingly employ an unauthorized alien. This affidavit is provided and should be submitted with your proposal.
- **NON-COLLUSION AFFIDAVIT (Exhibit C):** Pursuant to Indiana Code 5-22-16-6, each Company is required to affirm it has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by Company, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer. This affidavit is provided and should be submitted with your proposal.



City of Bloomington Human Rights Commission

2016

RE: Affirmative Action and Living Wage Ordinance

To: Prospective Bidders/Vendors

Affirmative Action: All bidders and vendors with the City of Bloomington for projects in excess of \$10,000.00 must submit an affirmative action plan to my office. This plan must insure that applicants are employed and that employees are treated in a manner that provides equal employment opportunity and tends to eliminate inequality based upon race, religion, color, sex, national origin, ancestry, disability, sexual orientation, gender identity, veteran status and housing status. Please note that the last four categories are new, adopted by the Common Council in September, 2015.

Even if your company already has a plan on file with the City, you must check with me to make sure that it complies with our current and recently updated requirements. If you already have a plan, but it does not cover all of the City's current requirements, you may submit a separate supplement with your plan to fill any gaps.

You must submit your written affirmative action plan (or supplement) to me at least twenty-four hours before the bid, quote or proposal deadline. You must submit your plan to me separately from your bid or quote. The twenty-four hours will give me sufficient time to review your and the other plans. I recommend that you submit your affirmative action plan to me earlier, if possible, so that you and I will have time to work out any problems that may be in your plan. Vendor's who fail to submit acceptable plans by the deadline are subject to disqualification.

I strongly advise you to confirm with me that I have received your plan and that it meets our requirements well before the submittal deadline. We will make every effort to work with you to clear up problems. But it remains your responsibility to confirm that I received your plan and that it complies with our requirements. If you fail to confirm that I received and approved your plan, you risk losing your eligibility to submit a bid or quote. We will be glad to provide a receipt upon request. Please let us know if you want a receipt when you submit your plan.

You must insure that all the protected classes listed above are included in your plan. In addition to other requirements, your plan **MUST** include a current workforce breakdown, an internal grievance procedure, a non-retaliation statement, designation of a person by name or position who is responsible for implementing the plan, applicability to both applicants and employees, recruitment of minorities, equal access to training programs, and an explanation of your methods of communicating the operations of your affirmative action plan to your employees and prospective applicants.

Accompanying this letter, you will find the following materials:

- (1) A workforce breakdown form. You **MUST** submit a workforce breakdown (sometimes called a "utilization report") with your Affirmative Action plan. This form is provided for your convenience. If you already have a current form you have completed for another jurisdiction that includes the same type of information, you may substitute a copy of that form instead of using our form. Your workforce breakdown figures must be updated every six months. Even if you already have an acceptable affirmative action plan on file with my office, you should submit a new workforce breakdown each time you bid for a City Contract, to be sure we have up-to-date figures.

- (2) An Affirmative Action Plan checklist. I will use this checklist to review your affirmative action plan. If you compare your plan with this list, you should be able to tell whether your plan fulfills the City's requirements. If you omit any of the elements on the checklist, your plan will not be approved.
- (3) A sample affirmative action plans. These may be useful if your company has never designed an affirmative action plan before. Feel free to adopt this plan as your own or to amend it to meet your needs.

Additional materials, such as the City of Bloomington's Contract Compliance Regulations, are available from my office upon request.

Living Wage: Also, please be aware that you may be required to comply with the Bloomington Living Wage Ordinance. Whether the LWO applies to your project depends upon the size and type of your project and the number of people you employ. If you have questions about the applicability of the LWO, click on the LWO flow chart at: www.bloomington.in.gov/livingwage or call me. For 2016, the living wage for covered employees is \$12.32 an hour, for 2017, the living wage shall increase to \$12.44 an hour.

If you have any questions, contact me at 812.349.3429 or email me at the following address: mckinneb@bloomington.in.gov. My office hours are Monday through Friday, 8-5.

Thank you.

Barbara E. McKinney, Human Rights Director/Contract Compliance Officer

BLOOMINGTON HUMAN RIGHTS COMMISSION

Model Affirmative Action Plan for

_____, Inc., declares its policy to provide equal opportunity in employment, training and advancement, and to administer its employment practices without regard to race, color, religion, sex, national origin, ancestry, disability, sexual orientation, gender identity, veteran status, or housing status. Our policy of nondiscrimination will prevail throughout every aspect of our employment practices, including recruitment, hiring, training and all other terms and conditions of employment. We shall implement an affirmative action plan to make it widely known that equal employment opportunities are available on the basis of individual merit. We shall survey and analyze our employment workforce annually to determine what steps, if any, are needed to conform effectively to this equal employment policy.

Responsible Officer

Mr. or Ms. _____ (or the _____ officer)
is the equal employment opportunity officer for our company and is responsible for implementing this affirmative action policy.

Publication of Policy

Our employees will be made aware of our commitment to affirmative action through the following procedures:

- posting notices on employee bulletin boards,
- including our policy statement and plan in our personnel manual,
- regularly sending out notice of our policy in paycheck envelopes,
- and training supervisors to recognize discriminatory practices.

We will make potential employees aware of our policy through the following procedures:

- including the words "Equal Opportunity Employer" in all of our advertisements and notices for job openings,
- notifying employment agencies about our commitment, and
- sending notice of our policy to unions.

Implementing Our Policy

Our affirmative action plan will be implemented by widening our recruitment sources. We shall advertise in newspapers and other media that reach people in protected classes. We shall send job notices to schools with large percentages of students in the protected classes and to local groups that serve these classes.

We shall examine our hiring practices periodically to insure that we consider only job-related qualifications in filling our positions. We shall discard irrelevant educational requirements and unnecessary physical requirements. We shall retain only job-related questions on our employment application.

We shall keep affirmative action information on each applicant, but separate from his or her application. We shall keep records on our hiring decisions to evaluate the success of our affirmative action measures. We shall decide placement, duties, benefits, wages, training prospects, promotions, layoffs and terminations without regard to race, sex, religion, color, national origin, ancestry, disability, sexual orientation, gender identity, veteran status or housing status.

Grievance Procedure

If an employee feels he or she has been discriminated against on the basis of race, sex, religion, color, national origin, ancestry, disability, sexual orientation, gender identity, veteran status or housing status, he or she may bring the complaint to his or her immediate supervisor. If the complaint is not resolved readily at that level, he or she may submit it to _____ (personnel officer, corporate president, other) who will make a final decision on its validity. This grievance process does not preclude his or her complaining to local, state or federal civil rights agencies. We will not retaliate against an employee or applicant for voicing a grievance or for filing a complaint with the appropriate agency.

Our current workforce breakdown is shown on the attached form.

Corporate President

Date

AFFIRMATIVE ACTION PLAN CHECKLIST

NOTE: This is **not** an Affirmative Action Plan

Effective Date: _____

Contractor: Plan MUST Include:		Yes	No	Comments:
Policy statement of equal employment opportunity		<input type="checkbox"/>	<input type="checkbox"/>	
Covers:	Applicants for employment	<input type="checkbox"/>	<input type="checkbox"/>	
	Employees	<input type="checkbox"/>	<input type="checkbox"/>	
On basis of:	Race	<input type="checkbox"/>	<input type="checkbox"/>	
	Religion	<input type="checkbox"/>	<input type="checkbox"/>	
	Color	<input type="checkbox"/>	<input type="checkbox"/>	
	Sex	<input type="checkbox"/>	<input type="checkbox"/>	
	National Origin	<input type="checkbox"/>	<input type="checkbox"/>	
	Ancestry	<input type="checkbox"/>	<input type="checkbox"/>	
	Disability	<input type="checkbox"/>	<input type="checkbox"/>	
	Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	
	Gender Identity	<input type="checkbox"/>	<input type="checkbox"/>	
	Veteran Status	<input type="checkbox"/>	<input type="checkbox"/>	
	Housing Status	<input type="checkbox"/>	<input type="checkbox"/>	
Designates a person responsible for implementation of the Plan		<input type="checkbox"/>	<input type="checkbox"/>	
Provides for communication of the policy:				
Within the Organization		<input type="checkbox"/>	<input type="checkbox"/>	
Outside the Organization		<input type="checkbox"/>	<input type="checkbox"/>	
(e.g., recruitment sources, unions)				
Applies to all terms and conditions of employment (e.g., hiring, placement, promotion, duties, wages, benefits, use of facilities, layoff, discipline, termination)				
		<input type="checkbox"/>	<input type="checkbox"/>	
Provision for: Recruitment from minority groups		<input type="checkbox"/>	<input type="checkbox"/>	
Provision for: Equal access to training programs		<input type="checkbox"/>	<input type="checkbox"/>	
Grievance Procedure		<input type="checkbox"/>	<input type="checkbox"/>	
Prohibits retaliation for filing grievances		<input type="checkbox"/>	<input type="checkbox"/>	
Workforce Breakdown		<input type="checkbox"/>	<input type="checkbox"/>	
(figures up to date within 6 months)				

WORKFORCE BREAKDOWN FORM

COMPANY NAME: _____

ADDRESS: _____

REPRESENTATIVE: _____

PHONE: _____

Position, Title Class or Category	Total Number Employees in Each Position	Total Number Minority Employees	Percent of Total	Total Number Female Employees	Percent of Total	Total Number Employees with Disabilities	Percent of Total

I swear or affirm under penalties of perjury that this workforce breakdown is accurate, to the best of my knowledge.

Signature and Title of Representative:

Date:

STATE OF _____)
) SS:
COUNTY OF _____)

AFFIDAVIT REGARDING E-VERIFY

The undersigned, being duly sworn, hereby affirms and says that:

1. The undersigned is the _____ of _____.
(Job title) (Company name)

2. The company named herein that employs the undersigned has contracted with or is seeking to contract with the City of Bloomington to provide services.

3. The undersigned hereby states that, to the best of his/her knowledge and belief, the company named herein does not knowingly employ an "unauthorized alien," as defined at 8 United States Code 1324a(h)(3).

4. The undersigned hereby states that, to the best of his/her knowledge and belief, the company named herein is enrolled in and participates in the E-verify program.

Signature

Printed name

STATE OF _____)
) SS:
COUNTY OF _____)

Before me, a Notary Public in and for said County and State, personally appeared _____ and acknowledged the execution of the foregoing this _____ day of _____, 2016.

Notary Public

Printed name

My Commission Expires: _____

County of Residence: _____

NON-COLLUSION AFFIDAVIT

The undersigned offer or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the Firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer.

OATH AND AFFIRMATION

I affirm under the penalties of perjury that the foregoing facts and information are true and correct to the best of my knowledge and belief.

Dated this _____ day of _____, 20____.

(Name of Organization)

By: _____

(Name and Title of Person Signing)

STATE OF _____)
) SS: COUNTY OF _____)

Subscribed and sworn to before me this ____ day of _____.

My Commission Expires:

Notary Public Signature

Resident of _____ County

Printed Name